



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

PERSUPPACTWESTINST 5216.1K

Code N1

18 Jan 01

PERSUPPACT WEST INSTRUCTION 5216.1K

Subj: STANDARD MAIL DISTRIBUTION LIST FOR PERSONNEL SUPPORT ACTIVITY
WEST

Encl: (1) PSA West Standard Mail Distribution List (SMDL)

1. **Purpose**. To promulgate procedures in distributing directives and multi-addressed correspondence. Directives will be distributed via electronic means when feasible.

2. **Cancellation**. PERSUPPACTWESTINST 5216.1J

3. **Scope**. Personnel Support Activity (PSA) West SMDL is divided into two parts, enclosure (1):

a. List I (Internal) - PSA West Staff Department Heads and Special Assistants.

b. List II (External) - Personnel Support Activity Detachments (PSDs) and ISIC.

4. **Action**

a. List I (Internal) - Directives will be available to PSA staff personnel in the PSAINSTS or PSANOTES folders on the "S" drive. Multi-addressed correspondence will be distributed to all PSA West Staff Department Heads and Special Assistants.

b. List II (External) - Each PSD will receive one copy of all directives and multi-addressed correspondence. Those PSDs having a Reserve Division or Customer Service Desk will receive an additional copy for each.

5. **Changes**. Submit recommended additions, deletions, or changes to this instruction to the Administrative Officer (N1).


CAROLINE B. KONCZEY

Distribution:

PERSUPPACTWESTINST 5216.1K, Lists I and II

PERSUPPACT WEST STANDARD MAIL DISTRIBUTION LIST (SMDL)

1. **List I - (Internal)** - Directives will be available to PSA West staff personnel on the "S" drive in the PSAWESTINSTs or PSAWESTNOTES folders. Multi-addressed correspondence will be distributed as follows:

N00/N01	Commanding Officer/Executive Officer
N01R	Reserve Operations Officer
N00M	Command Master Chief
N1	Administrative Officer
N2	Passenger Transportation Officer
N3	Field Operations Director
N6	Plans and Programs Implementation Director
N8	Comptroller/Budget Analyst

2. **List II - (External)** - Each PSD will receive one copy. Those PSDs having a Reserve Division or Customer Service Desk will receive an additional copy for each. (Total: 24 copies)

<u>Detachment</u>	<u># of copies</u>
Balboa	1
Bangor	1
Bremerton	1
Camp Pendleton/1 Customer Service Desk.	2
China Lake	1
Coronado	1
Denver/Customer Service Desk/Reserve Center.	3
El Centro/2 Customer Service Desks	3
Everett	1
Fallon	1
Fleet Anti-Submarine Warfare Training Center	1
Lemoore	1
Monterey	1
Naval Station	1
North Island	1
Oklahoma City	1
Point Loma	1
Port Hueneme	1
Whidbey Island	1